

7-1111-1, EN

2 January 1985

MEMORANDUM FOR:

Chief, Administrative Staff

FROM:

Executive Secretary, COMIREX

SUBJECT: Reservation of Conference Room 6W02 - COMIREX Meetings

1. The COMIREX normally meets on the first and third Wednesdays of each month. We, therefore, request that Conference Room 6W02, be reserved for COMIREX use on these days. Additionally, special meetings may be necessary from time to time depending on the needs of the Committee; reservations for any special meetings will be made as needed. Listed below are the appropriate dates for the regular Wednesday COMIREX meetings for the next twelve months:

| <u>DATE (WEDNESDAY)</u> | <u>PRE-COMIREX</u> (Do Not Post) | <u>COMIREX MEETING</u> (Please Post) |
|-------------------------|-------------------------------------|---|
| * 9 January | 0930-1000 | 1000-1330 |
| * 23 January | 0930-1000 | 1000-1330 |
| 6 February | 0930-1000 | 1000-1330 |
| 20 February | 0930-1000 | 1000-1300 |
| 6 March | 0930-1000 | 1000-1330 |
| 20 March | 0930-1000 | 1000-1330 |
| 3 April | 0930-1000 | 1000-1330 |
| 17 April | 0930-1000 | 1000-1330 |
| 1 May | 0930-1000 | 1000-1330 |
| 15 May | 0930-1000 | 1000-1330 |
| 5 June | 0930-1000 | 1000-1330 |
| 19 June | 0930-1000 | 1000-1330 |
| 10 July | 0930-1000 | 1000-1330 |
| * 24 July | 0930-1000 | 1000-1330 |
| 7 August | 0930-1000 | 1000-1330 |
| 21 August | 0930-1000 | 1000-1330 |
| 5 September | 0930-1000 | 1000-1330 |
| 18 September | 0930-1000 | 1000-1330 |
| 2 October | 0930-1000 | 1000-1330 |
| 16 October | 0930-1000 | 1000-1330 |
| 6 November | 0930-1000 | 1000-1330 |
| * 27 November | 0930-1000 | 1000-1330 |
| 4 December | 0930-1000 | 1000-1330 |
| 18 December | 0930-1000 | 1000-1330 |

2. The COMIREX meeting proper (1000-1330) should be posted on the lobby bulletin board as "COMIREX." The pre-COMIREX session (0930-1000) should not appear on the bulletin board. We also request that one overhead projector be available for use in the conference room during COMIREX meetings.

DISTRIBUTION:

Orig - ICS/AS)
1 - COMIREX Staff File (ADM - Gen)
1 - Exec Sec/COMIREX Chrono